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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive, ORR

DATE: 10 October 1952

FROM : Acting Chief, Requirements and Control Staff, ORR

SUBJECT: Information concerning St/C Control Card Files.

1. Period of time cards to be held.

- 25X1X8  
[REDACTED]
- a. A twelve months' accumulation of control cards will be on hand at all times.
  - b. Upon accrual of 18 months' accumulation of cards, a six months' supply of the oldest cards will be retired to Records Center.

2. Numerical limits of cards and space requirements.

- a. Cards increase at the rate of approximately 35,000 per month.
- b. Minimum number of cards in files will approximate 420,000 and maximum 630,000.
- c. At the present time the 12 months' accumulation on hand is only 310,000 but because of the increased rate of accumulation by the end of the next 12 months' period the 410,000 figure will have been reached.
- d. Space requirements for twelve months' supply of cards is 280 linear feet, and 430 linear feet at the 18 month clear-out date.
- e. Safes - There are now 8 card size cabinets, steel fire proof with manipulation proof combination lock, 5 drawer with removable trays, and 3 micro-film file cabinets, steel fireproof, manipulation proof combination lock, 8 drawers. These safes have a combines storage space of 640 linear feet. The 210 remaining feet, over the 430 needed for 18 months' accumulation, are considered necessary to accomodate any unforeseen and sudden increase in the number of cards received. A small amount of space is also used for other filing purposes.

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3. Removal of Bar-Lock Cabinets from file room and disposition of safe cabinets in hallway.

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SECURITY INFORMATION

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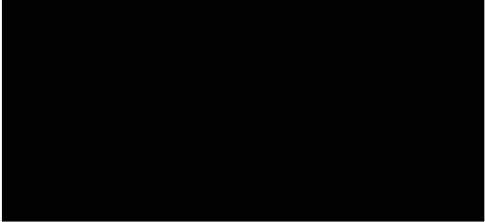
- 2 -

- a. The three 8 drawer micro-film safes have been installed in room 1061 M.
- b. Four safe-file cabinets have been placed in 1061 M and are in use.
- c. Four more safe-file cabinets from the hall are to be moved into 1061 M and can be moved at any time.
- d. This will <sup>leave</sup> ~~move~~ 5 safe-file cabinets in the hallway and 21 bar and lock cabinets there also.
- e. Request was made approximately three weeks ago and it is now understood that movers will come during week of 13-17 October.

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1 - St/C

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